

DEFENDER ADMINISTRATOR SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs a wide variety of legal duties involved in the assignment of attorneys to the courts and record keeping for the Defender program; works under the supervision of the Circuit Court Administrator or designee; performs related duties as required.

STATEMENT OF TASKS:

Coordinates the day to day activities of the Defender program;
Formulates the need for attorneys with the Circuit Court Administrator, District and Probate Courts in conjunction with the Defender Administrator;
Prepares monthly calendars for the assignment of counsel;
Coordinates reimbursement requests for the costs of defense where applicable;
Prepares drafts of orders and other routine pleadings at the direction of the Administrator;
Utilizes computer terminals, word processing and statistical analysis not limited to assignment of counsel, types of cases assigned and frequency of appointment;
Answers questions relating to the assignment of counsel that do not require the judgment of the Administrator;
Coordinates the assignment of counsel on paternity cases;
Secures financial information from walk-in defendants who are requesting court-appointed counsel;
Coordinates the weekly mailings to the Center for Forensic Psychiatry and accompanying proof of services that are made available to the Court;
Works closely with the pre-bail staff in developing the roster of defendants for whom counsel must be appointed;
Assists the Administrator in securing replacement where necessary;
Communicates with Court staff regarding assignment of counsel.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the court system with some knowledge of the defense of indigents;
Knowledge of legal terminology;
Knowledge of clerical methods and procedures used in keeping fiscal accounts and records;
Ability to understand and follow complex oral and written directions;
Ability to communicate effectively orally and in writing;
Ability to make decisions in accordance with laws, ordinances, regulations and policies;
Ability to plan and maintain accurate records;
Ability to work effectively with various court officials and defendants;
Ability to establish and maintain good interpersonal relationships.

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MINIMUM QUALIFICATIONS

Associates degree and three (3) years of clerical or para-professional experience in a legal setting;

or

At least five (5) years of clerical or para-professional experience in a legal setting.

Established: December 18, 1996

Revised: November 23, 2005


Director of Human Resources